

9 JUN 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM: [REDACTED]

Director of Information Services

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SUBJECT: OIS Weekly Report (2-8 June 1982)

Classification Review Division

CRD reviewed a total of 786 CIA documents (17,459 pages) and declassified 19.3 percent. An additional 3 non-CIA documents (12 pages), 3 manuscripts (30 pages) and 12,677 OSS cards were reviewed.

Records Management Division

Draft B of [REDACTED] Agency National Security Classification Guide, was submitted to Regulations Control Division (RCD). RCD is processing [REDACTED] on a priority basis and hopes to receive concurrences in time to publish the Guide by 1 August 1982, the effective date of Executive Order 12356.

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Representatives from RMD and the Office of Personnel (OP) met to discuss the OP file room survey. One of the most important discoveries during the survey was that the file room contains no smoke detector or fire extinguishing systems. OP plans to take action on this immediately.

Representatives from RMD and Printing & Photography Division, Office of Logistics, surveyed the Engineering Equipment Branch, Office of Communications (OC). This Branch wants to microfilm an old but active 5" x 8" card file. Samples of microfiche are now being prepared so that OC personnel can evaluate the system. If OC accepts the microfiche, they will be able to turn in two large rotary card file cabinets and free up 80 square feet of floor space.

Regulations Control Division

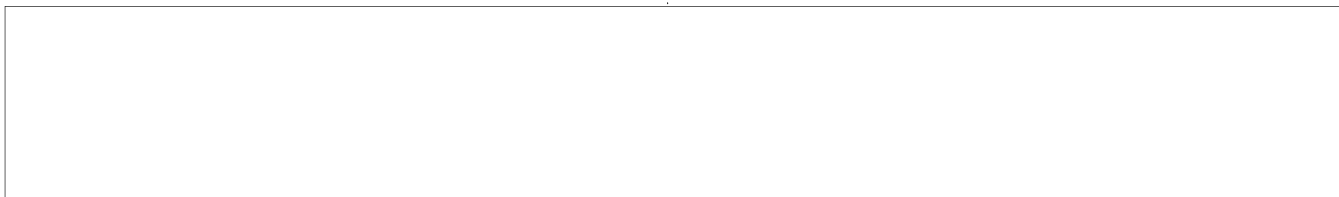
During this reporting period, RCD carried out 63 actions on issuances while maintaining a total of 143 active jobs.

Issuances of general interest in process this week include a notice notifying employees that during June 1982 the Office of Security will be issuing newly designated "Temporary" and "Visitor" badges for use in the headquarters area buildings [REDACTED]

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Information and Privacy Division

A separate report is attached.



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Attachment:  
As stated

EXO/OIS  (9 Jun 82)

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